

## **LABOR SUPERVISOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a working, supervisory position responsible for overseeing a small number of employees engaged in basic to complex road maintenance, repair and improvement activities in a specific geographical area. In addition, the incumbent is responsible for maintaining an outpost and its related facilities and equipment in operating condition. The incumbent regularly inspects roads and signage and investigates complaints within the assigned area. Supervision is exercised over tree maintenance staff, construction equipment operators, drivers and laborers assigned to the work unit. Work is performed under the general supervision of a higher level management employee. The incumbent is required to respond to emergency situations and will work outside of normal work hours during snow and ice events and for other public safety situations that require immediate actions. Work may include serving as an after-hours on-call point of contact for the Highway Construction & Maintenance Division to address road hazards.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Supervises assigned staff, enforces departmental operating procedures, completes daily or weekly activity reports for assigned staff, maintains a daily journal of activities, and ensures adequate staffing when reviewing requests for time off;
2. Leads and participates in the maintenance, reconstruction and improvement of gravel, macadam, asphalt or concrete roads;
3. Leads and participates in the sealing of roads;
4. Leads and participates in excavation, drainage and embankment projects;
5. Leads and participates in the cleaning of ditches, culverts, basins and miscellaneous work related to storm water collection system;
6. Leads and participates in the cutting of brush, trimming and cutting of trees and setting of guide posts;
7. Directs and participates in snow and ice control activities in assigned area;
8. Oversees the maintenance and operation of a highway outpost facility;
9. Patrols and inspects a specific geographical area of the County road system;
10. Provides emergency first-aid at work sites when necessary;
11. Provides on site training and direction for the employment of proper field and shop safety procedures;
12. Oversees and participates in inspection and record keeping for bulk petroleum storage;
13. May oversee the routine maintenance and light repair of trucks;
14. May operate a truck, construction machinery, power tools or hand tools in connection with above work.
15. May lead assigned staff in assisting other governmental units (DPW Parks, DPW Airport, DPW Buildings, DPW Public Transit, Sheriff's Office, etc.) at the direction of Department management.
16. May act as Emergency Call Officer to respond to after-hours emergencies, including calling in other DPW employees for response to mitigate hazardous road conditions.
17. Completes daily work and/or activity reports to document labor, equipment or materials use on various assignments.

## **LABOR SUPERVISOR (continued)**

### **FULL PERFORMANCE KNOWLEDGE SKILLS AND ABILITIES:**

Good knowledge of road construction and maintenance equipment and practices; working knowledge of emergency first-aid practices and procedures; working knowledge of appropriate job safety laws, safety regulations, and job site safety practices and procedures; ability to supervise the work of laborers, drivers and equipment operators engaged in roadway maintenance and repair; ability to solve operating problems as they occur in the field; ability to understand and follow oral and written directions; ability to get along well with others; ability to keep records and make reports; ability to exercise good judgment and to apply proper safety procedures to daily work activities; dependability; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER:     (A)   Two (2) years of experience in road construction and maintenance work, one (1) year of which included supervisory responsibility;  
OR:           (B)   Five (5) years of road construction and maintenance work;  
OR:           (C)   An equivalent combination of training and experience within the limits of (A) and (B) above.

### **SPECIAL REQUIREMENTS:**

1. Candidates must possess a valid New York State Class B Commercial Driver's license at time of application and to maintain position. This license must contain no restrictions other than those relating to personal physical conditions. Such restrictions will be reviewed on a case by case basis for compatibility with job duties and will not be an automatic bar to employment.
2. Incumbents must obtain certification in first-aid training within six (6) months of appointment. Such certification must remain valid to maintain position.

ADOPTED: 01/01/78

REVISED: 03/21/78	07/01/91	06/19/92	08/10/92	02/22/93	04/03/95
09/09/97	06/17/14	11/24/15	11/14/19		